



Start	6MO	1YR	2YR	3YR
\$ 12.64	\$ 13.41	\$ 14.35	\$ 14.74	\$ 15.12

## CNA

**Orchard Manor is recruiting for CNA's.** Duties include: Provide residents with a safe environment; give emotional and social support; attend to physical comfort needs; perform direct care to the residents as assigned; perform other duties as directed.

**Minimum Qualifications:** Current registry of certification to work as a Nursing Assistant by the State of Wisconsin; ability to verbally communicate with residents, families, the public and other members of the organization; ability to read/write English and document observations; must be able to safely perform the essential job functions with or without reasonable accommodation; must be honest, dependable and exhibit a warm, cheerful, caring manner.

### Benefit Position Available

PM shift:     Guaranteed 10 shifts  
                    Guaranteed 8 shifts (5 openings)

Night shift:   Guaranteed 7 shifts (2 openings)  
                    Guaranteed 8 shifts  
                    Guaranteed 9 shifts

*Note:     Number of shifts is per two-week pay period  
              May be scheduled up to full time  
              Required to work every other weekend and holiday*

### Non-benefit Positions Available

Work every other weekend

**How to Apply:** An [Orchard Manor Employment Application](#) and [job description](#) may be obtained at [www.co.grant.wi.gov](http://www.co.grant.wi.gov) or by contacting Orchard Manor Employee Services (608)723-2113. **Letter of interest and Orchard Manor Application are required.** Applications will be accepted until the positions are filled.

**Employee Services  
Orchard Manor  
8800 Hwy 61  
Lancaster WI 53813**

*This is an **Affirmative Action/Equal Employment Opportunity employer** (AA/EEO). All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*

## GRANT COUNTY JOB DESCRIPTION

**TITLE:** Certified Nursing Assistant (CNA)

**DEPARTMENT/ AGENCY:** Orchard Manor

**IMMEDIATE SUPERVISOR:** Nurse in Charge (LPN, Staff Nurse, Charge Nurse, Nurse Manager, Director of Nursing)

**PAY RANGE:**

**FLSA:** Not exempt

### **NATURE OF WORK**

The certified nursing assistant provides a safe environment, gives emotional and social support and attends to the resident's physical comfort. Performs direct care to the residents as assigned. Performs other duties as directed.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

- a. Current registry of certification to work as a Nursing Assistant by the State of Wisconsin.

#### **Experience:**

#### **Knowledge, Skills and Abilities:**

- a. Ability to verbally communicate with residents, families, the public and other members of the organization.
- b. Ability to read/write English and document observations.
- c. Must be able to safely perform the essential job functions with or without reasonable accommodation
- d. Must adhere to department dress code
- e. Must be honest, dependable and exhibit a warm, cheerful, caring manner.

### **ESSENTIAL FUNCTIONS**

1. Works alone giving total care or assists residents with:
  - a. Bed bath, tub bath or shower.
  - b. Dental, hair and nail care, shaving, dressing and undressing, application of make-up.
  - c. Elimination needs
  - d. Ambulating, transferring, positioning by using assistive devices such as a walker, wheelchair, Hoyer lift, gait belt or lift sheets.
2. Answers all call lights promptly
3. Takes and records temperature.
4. Feeds resident, maintains intake and output as requested, weighs resident as instructed.
5. Observes and reports physical and/or behavioral changes in resident immediately to charge nurse.
6. Works tactfully and cooperatively with residents, families, visitors, and the entire staff throughout the organization.
7. Knows and follows existing lines of communication and authority.
8. Performs all resident care as assigned and according to (facility) nursing department's policies and procedures.
9. Participates in activities for cognitively impaired residents as directed.
10. Attends department meetings and seminars as requested.

11. Changes schedule or works overtime on occasion to meet the needs of the department.
12. Maintains confidentiality of the entire department and organizational information.
13. Assures that all resident rights are maintained at all times. Reports any violations or suspected deviations according to (facility)'s policy.
14. Attends mandatory in-services.
15. Follows all safety, security, infection control (including Category I Universal Precautions) and hazardous materials policies and procedures. Performs all tasks to assure resident and personal safety and the protection of (facility) property.

### **SUPERVISION RECEIVED**

Under the direction of the nurse in charge

### **SUPERVISION EXERCISED**

None

### **ENVIRONMENTAL FACTORS**

1. Work is performed indoors although during the summer, fall, and spring, residents are escorted outside. The nursing unit is well lit and clean with some exposure to dust. Heat, air conditioning, and humidity are controlled by the building's central system with a temperature variance of not more than 7 degrees on either side of the norm of 72 degrees.
2. There are occasional exposures to blood, body tissues and fluids with occasional exposure to hazardous materials and infectious diseases.
3. Exposure to loud or unpleasant voices and occasional bodily injury.
4. Constant stress of working with sick residents and their families, combined with the resident who may be sick, confused, irrational, highly agitated or given to abrupt mood swings.
5. Exposure to unpleasant body odors.

### **EQUIPMENT USED:**

Adaptive devices, whirlpool tub, shower, call/intercom system, cane, scale, commode, electric bed, electric thermometer, electric time clock, electric wheelchair, gait belt, Gerichair, gloves, manual or electric Hoyer lift, E-Z stands/standing lifts, hamper, isolation apparel, linen cart, microwave oven, nail clipper, phone, razor (manual), safe house system, serving trays, shaver (electric), thermometer (oral/rectal), walker, Wanderguard system, wheelchair, air/pressure relief mattress.

### **PHYSICAL/SENSORY/COGNITIVE REQUIREMENTS TO PERFORM THE ESSENTIAL JOB FUNCTIONS:**

#### **Strength:**

1. Using proper body mechanics, able to frequently transfer, lift, turn or assist a resident to or from bed, wheelchair, Hoyer lift, toilets, tubs, and showers. This requires the ability to push, pull, and lift from 25-75 pounds unassisted.
2. Push/Pull residents weighing up to 400 pounds in wheelchairs and geri-chairs. Reposition residents weighing up to 400 pounds in chairs, and in bed, to assist with treatments, hygiene, and comfort needs with assistance of either staff or assistance devices as determined by nurse and or protocol.

#### **Mobility:**

1. Stand or walk up to 90% of a working shift up to 12 hours per day as deemed necessary to meet facility needs to provide resident care and assistance.
2. Able to stoop, bend, twist, and squat to perform essential job functions of resident care.
3. Able to deal with combative resident's safely.

**Manual Dexterity:**

1. Able to use hands and arms to carry trays, position residents, take pulses and temperatures, adjust bathtub temperature and use other equipment listed.
2. Simple manipulative skills are required to consistently manipulate wheelchairs, through doorways, moving linen carts, etc.

**Speech:**

1. Able to speak and understand English to communicate with residents and co-workers.

**Sensory requirements:**

1. Able to see objects 30 feet for identification of residents, call lights and unusual occurrences on unit.
2. Able to see objects close to read care plans, thermometers, and observe changes in resident's condition.
3. Able to hear and distinguish normal sounds with background noise ranging from conversational levels to high pitched sounding alarms.

**Cognitive requirements:**

1. Concentrate on moderate detail with some interruption.
2. Attention span necessary to attend to a task/function for 10-15 minutes related to nursing assistant duties.
3. Ability to comprehend oral and written instruction, simple direction, and specific ideas behind actions.
4. Able to follow, complete and remember verbal and written daily assignments and routines over an eight hour shift or longer.

**EMPLOYEE RESPONSIBILITY IN AN EMERGENCY:**

Expected to respond to emergency situations involving the safety of residents, other employees and the facility. This includes the ability to assist with a possible evacuation of residents. Must participate in O.M. emergency plan as assigned.

**CLOSING STATEMENT**

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. Management reserves the right to change job responsibilities, duties, and hours as needs prevail. This document is for management communication only, and not intended to imply a written or implied contract of employment. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 03/24/2014